City of Lafayette Staff Report

For: City Council

From: Mary Bruns, Lamorinda Transportation Program Coordinator

Date: May 7, 2009

Subject: FTA Section 5310
Elderly & Disabled Specialized Transit
2009 Federal Funding Cycle
Grant Application Due to RTPA May 20, 2009
Due To Caltrans September 4, 2009

Background

This Federal Grant will pay 88.53% of a new replacement van if we are awarded the grant (through a competitive process) and match the Federal contribution with 11.47%. The van we are eligible for costs $57,000, making our cost $6,538. I have put $10,000 in the budget, because the cost to the Federal government is capped at $57,000. If the cost comes in higher due to additional options, we will be required to pay it. For example, we want to substitute one wheel chair hook-up with a grocery rack. This will allow us to stow packages in a more contained way and to continue to recruit Class C volunteer drivers by having a van that seats eight ambulatory passengers and one wheelchair passenger.

Existing Situation

Current van: To be able to utilize Class C Drivers, we removed one ambulatory passenger seat from our current van which was less expensive than removing wheelchair tracks. This left us with seven ambulatory passenger seats and two wheelchair hook-ups.

Due to California budget cuts, the County Connection is not able to release any additional vans to us. It is unknown as to when that will change. In addition, for the 5310 grants to continue beyond this year, Congress will have to vote that in. Due to these two situations, it seemed like good timing to apply for this grant. If we are awarded this grant, the new vehicle would be our primary vehicle and the current van would become a back-up. This would allow us to stay in service when we take the van in for regular maintenance every 45-60 days, and it would provide us with a back-up vehicle when we have overlapping needs or an unexpected service repair need. Our lift is showing its age and is requiring frequent service.

I recently learned that we are out of compliance with the ADA if we don't take the van out of service when the lift is not working. We can only stay in service for one day and

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after that first day, if we stay in service until our lift service appointment and have to deny a wheelchair passenger a ride, we are out of compliance.

Grant Requirements

"Title 49 U.S.C. 5310(a)(2) provides that a state may allocate funds apportioned to it to a governmental authority that is approved by the State to coordinate services for elderly individuals and individuals with disabilities; and if there are not any non-profit organizations readily available in the area to provide the special services.

A public agency must certify that no non-profit agencies are readily available to provide the proposed service, by completing and signing the "Public Agency Certification" below. (page 7 of the grant.) **A public hearing is a required part of the application process** and should be completed between the Call for Projects release date and the due date of the application to the RTPA (May 20, 2009). If a public hearing has been scheduled, but not completed by this date, write the scheduled hearing date in the space provided at the bottom of the Certification...." The hearing has to be accomplished and reported before the grant applications are forwarded from RTPA to Caltrans on September 4, 2009.

We need to submit the following:

- Submit proof of public hearing notice and a copy of the contact letter sent to non-profit transformation providers informing them of the hearing. If the hearing has not been held prior to the application's submittal to the RTPA, then proof of the scheduled public hearing date must be submitted to both Caltrans and the RTPA prior to the final application due date.

- Submit resolution that no non-profit agencies are readily available to provide the proposed service. If hearing has not yet been held, submit resolution following hearing.

- Complete Public Agency Certification. If hearing has not yet been held, submit certification following hearing. (This is just filling in the bottom of page 7.)

- Submit proof of contact with all non-profit transportation providers regarding notice of public hearing.

- Notice of the hearing, including the date, place, and specific purpose, must be given at least 30 days in advance through publication in a newspaper of general circulation.

General Certifications and Assurances Summary

- The original of the "General Certifications and Assurances" (Page 8 of application) should be signed and dated in blue ink.

- Use the legal name of your agency exactly as it appears on your Status Inquiry form. If you are a public entity, attach an authorizing resolution, designating a person authorized to sign on behalf of the agency, as an appendix to the application.

- As you look at page 8 of the application, we are certifying that there is no discrimination, that we will abide by the contract, that we are within FTA guidelines, that we are providing a drug-free workplace, and that the application is true and correct and the person is authorized to sign and to file this application on behalf of the applicant.

Recommendation

- Approve an application for the 5310 grant with the understanding that the application may be pulled based on budget decisions made at the May 26, and June 8, Budget Meetings.
- Authorize the City Manager to sign the "Grant Certifications and Assurances Summary" on behalf of the City of Lafayette.
- Schedule a public hearing at the regular City Council meeting on Monday, June 22, 2009

Att: grant application and supplementary pages

FTA Section 5310
Elderly & Disabled Specialized Transit
2009 Federal Funding Cycle
Grant Application
Due to RTPA June 5, 2009
Due to Caltrans September 4, 2009

Agency (Applicant) Name: Lamorinda Spirit Van Program, City of Lafayette		
Address: 500 Saint Mary's Road, Lafayette, CA 94549		
City: Lafayette	County: Contra Costa	Zip: 94549
Contact Person: Mary Bruns		
Phone (925) 284-5546	FAX (925) 284-1549	E-Mail Address mbruns@lovelafayette.org
Service Area (County) Serves Lafayette, Orinda, and Moraga seniors in Contra Costa County		
Regional Transportation Planning Agency (RTPA) Metropolitan Transportation Commission		
RTPA contact name, phone, and email address Kristen Mazur, (510) 817-5789, kmazur@mct.ca.gov		

Available in alternate formats by request

California Department of Transportation
Division of Mass Transportation, MS 39
P.O. Box 942874
1120 N Street, Room 3300
Sacramento, CA 95814
http://www.dot.ca.gov/hq/MassTrans/5310.html

Toll Free Hotline 1.888.472-6816

APPLICANT CHECKLIST and TABLE OF CONTENTS

Applicants should use this checklist to ensure that all applicable parts of the application and attachments are completed and submitted.

*Please note: Incomplete applications will **not** be considered for funding.*

PART I - APPLICANT ELIGIBILITY	**Page**
❑ COORDINATED PLAN CERTIFICATION	3
❑ ACTIVE GRANT RECIPIENT – COMPLIANCE	4
❑ PROJECT NEED	5
Private **Or** Public Agency	
❑ PRIVATE NONPROFIT AGENCY - CORPORATION STATUS	6
• **Attach**: Corporation status inquiry	
❑ PUBLIC AGENCY - CORPORATION CERTIFICATION	7
• **Attach:** Public agency hearing contact letter	
• **Attach:** Public agency resolution	
• **Attach:** Public agency designation letter or proof of public hearing AND agency findings resolution	
❑ GENERAL CERTIFICATIONS AND ASSURANCES	8
❑ AGENCY PROFILE • **Attach:** Supporting documentation (i.e.map of service area, brochure)	9/10
PART II - FUNDING REQUEST	
❑ ELIGIBLE CAPITAL EXPENSES	11
• **Attach:** 3 like-kind estimates for other equipment requests	
❑ REPLACEMENT/SERVICE EXPANSION VEHICLES	13
• **Attach:** Photograph of relacement vehicle	
❑ OTHER EQUIPMENT	14
PART III - SCORING CRITERIA	
❑ ABILITY OF APPLICANT • **Attach**: Daily pre and post trip inspection forms & maintenance forms • Proposed Budget (page 18) and requested attachments	15
❑ COORDINATED PLAN REQUIREMENTS	19
❑ COORDINATION – USE OF VEHICLE / EQUIPMENT	21
❑ EXISTING TRANSPORTATION SERVICES TABLE	22
❑ PROPOSED TRANSPORTATION SERVICES TABLE	23
❑ OTHER EQUIPMENT	24

Coordinated Plan Certification

Reference: FTA C 9070.1F Sec V

The projects selected for funding under the Section 5310 program must be "derived from a locally developed, coordinated public transit-human services transportation plan" (Coordinated Plan) that was "developed through a process that includes representatives of public, private, and non-profit transportation and human services providers and participation by members of the public." (Circular, V-5)

For additional information see the California Coordinated Plan Resource Center website at http://www.dot.ca.gov/hq/MassTrans/Coord-Plan-Res.html

Required Elements. Projects shall be derived from a coordinated plan that minimally includes four elements and a level consistent with available resources and the complexity of the local institutional environment. (Circular, V-2)

Adoption of a Plan. As part of the local coordinated planning process, the lead agency in consultation with participants should identify the process for adoption of the plan. This grant application must document the local plan from which each project is derived, including the lead agency, the date of adoption of the plan, or other appropriate identifying information. (Circular, V-7& V-8)

Draft Plan. Agencies who do not have a final adopted Coordinated Plan may submit an application for funding if the project was derived from a Draft Coordinated Plan that had been submitted to Caltrans for review. Approved projects will remain in Category B until the final adopted Coordinated Plan and public participation process has been verified. (See Instructions, page 5)

Lead agencies may develop a list of applicants for their region. The applicant will attach this list to the application in lieu of the required signature of lead agency. The list must include all information requested below including the signature of the lead agency representative.

Coordinated Plan Lead Agency

Name of Lead Agency responsible for preparation of the Coordinated Plan and certifying the project(s) were derived from the Coordinated Plan.: Metropolitan Transportation Commission	
Title of Coordinated Plan: Coordinated Public Transit/Human Services Transportation Plan, Elderly and Disabled Component	Date Plan Adopted (attach documentation) Dec. 19, 2007, MTC Resolution No. 3787 Date of Draft Plan N/A
Agency Representative Name (Print) See attached letter from MTC	Title See attached letter from MTC
Signature See attached letter from MTC	Date See attached letter from MTC

Grant Applicant

Agency Name Lamorinda Spirit Van Program, City of Lafayette	
Agency Representative (Print) Mary Bruns	Title Program Coordinator
Signature	Date May 4, 2009

Active Grant Recipient - Compliance

If you are a **current** grant recipient and are not compliant with all FTA Section 5310 Elderly and Disabled Specialized Transit Program requirements you will not be eligible to apply for grant funds until compliance has been determined. You must be in compliance at time of submittal of application.

The Section 5310 Elderly and Disabled Specialized Transit Program Standard Agreement requires quarterly reporting as stated in section 38:

> *The Contractor shall submit a quarterly report of its use of PROJECT equipment within thirty (30) calendar days after the close of each calendar quarter. (Quarterly Reports are due no later than May 1st, August 1st, November 1st and February 1st of each calendar year.) The report shall contain information requested by the STATE to indicate the extent to which the Contractor is carrying out the PROJECT in accordance with the terms of this contract. Contractor shall further submit annually a current Certificate of Insurance for all 5310 vehicles in their possession. Failure to meet these requirements shall be considered grounds for Project Termination as described in Part VII of this agreement.*

	Yes	No
Does your agency have **active** vehicles purchased with a 5310 grant?		No
If yes, is your agency currently in compliance with their 5310 Standard Agreement?		
Attach a copy of the last quarterly report submitted to the Division of Mass Transportation Section 5310 office listing all vehicles and required data.		

PART I –APPLICANT ELIGIBILITY

Project Need

Title 49 U.S.C. 5310(a)(2) provides that a State may allocate apportioned funds to a private non-profit organization if public transportation service provided under Section 5310(a)(1) is unavailable, insufficient, or inappropriate.

All applicants, non-profit and public entities, are to provide current documentation supporting the stated transportation needs must be attached as an appendix and its relevance discussed within the narrative (e.g., testimony or findings from a Transportation Development Act (TDA) article 8 hearing, recognized studies or the region's Coordinated Plan)

A. Check the appropriate box below as applicable. <u>One box must be checked.</u>

❑ **Unavailable**
There is no existing public transportation or Paratransit (e.g., ADA Paratransit, fixed route, dial-a-ride services) in proposed project service area available to serve the described target population.

X Insufficient
Available mass transportation and Paratransit services are insufficient to meet the needs of the target population or equipment needs replacement to ensure continuance of service. (Examples: service at capacity, service parameters, routes, hours, need not met due to eligibility and/or trip criteria, projected future need, vehicles inaccessible, etc.)

❑ **Inappropriate**
Target population has unique or special needs, which are difficult or impossible to serve on available mass transportation and/or Paratransit. Example: lack of wheelchair accessibility.

B. Existing Transit Service

Describe how existing public transit or public Paratransit, including fixed-route, dial-a-ride, ADA complementary Paratransit and private Paratransit do not serve the population in your service area.

The semi-rural environment, so appreciated by local residents, creates a particular challenge. County Connection fixed bus routes are inconvenient, scarce, and hard to get to particularly from homes situated on hillsides. Riders using paratransit LINK service (curb to curb) often must negotiate a walk on uneven surfaces or up steep driveways.

Many older adults do not qualify for paratransit LINK services as their disabilities may be described as simply "The DMV won't let me drive anymore" or "I can't drive at night or on freeways" or "It's just too confusing and I'm tired." Add to this the oft heard reflections, "My neighbors and friends (who used to drive me) are dying off" and "My children live too far away" or "The kids work and are too busy."

Many of the seniors using our service are in their 80's and 90's, have age-based disabilities, are somewhat fragile, often with balance problems; some have memory problems as well. Because of their fragility and age-based disabilities, they need the "door through door" semi-escorted service we provide especially when they do grocery and sundry shopping, go to medical appointments and the C.C. Café nutrition program.

Private Nonprofit Agency – Corporation Status Inquiry and Certification

If you are claiming eligibility as a Section 5310 applicant based on your status as a private nonprofit organization, you must obtain verification of your incorporation number and current legal standing from the California Secretary of State Information Retrieval /Certification & Records Unit (IRC Unit). The "Status Inquiry" document must be attached as an appendix to the application. To assist you in obtaining this information, use one of these two methods:

1. To obtain Corporate Records Information over the Internet, go to: http://kepler.ss.ca.gov/list.html and enter your agency name. If you are active, print the page and use that as proof. If you are not active, go to page 2 and follow the directions. If the verification of your status is not available at the time you submit your application, you must indicate the date on which you requested the verification and the estimated date it will be forwarded to the Section 5310 Elderly and Disabled Specialized Transit Program.
2. If you are unable to locate the information on line, you can obtain the "Status Inquiry" document by making a written request to:

Secretary of State
Information Retrieval/Certification Unit (IRC)
1500 11th Street, 3rd Floor, Sacramento, CA 95814

(916) 653-6814

Do not submit articles of incorporation, by laws or tax status documentation.

Private Non-profits
Name of Non-profit Applicant:
State of California Articles of Incorporation No.:
Date of Incorporation:

Public Agency Certification

Title 49 U.S.C. 5310(a)(2) provides that a State may allocate funds apportioned to it to a governmental authority that is approved by the State to coordinate services for elderly individuals and individuals with disabilities; and if there are not any non-profit organizations readily available in the area to provide the special services.

A public agency must certify that no non-profit agencies are readily available to provide the proposed service, by completing and signing the **"Public Agency Certification"** below. A public hearing is a required part of the application process and should be completed between the Call for Projects release date and the due date of the application to the RTPA. If a public hearing has been scheduled, but not completed by this date, write the scheduled hearing date in the space provided at the bottom of the Certification. Under no circumstances will the Department accept missing documentation relative to this Certification after the Caltrans due date. To do so would delay the statewide regional evaluation process.

Public Agencies

Check one and provide the following as instructed:

a) _X_ Certifying to the Governor that no non-profit corporations or associations are readily available in the service area to provide the proposed service.

Note: If hearing is scheduled but has not yet been held, follow instructions provided below (shown in italics), under each specific item.

1. Submit proof of public hearing notice and a copy of the contact letter sent to non-profit transportation providers informing them of the hearing. *If the hearing has not been held prior to the application's submittal to the RTPA, then proof of the scheduled public hearing date must be submitted to both Caltrans and the RTPA prior to the final application due date. Exceptions to this requirement must have 5310 Branch Chief approval.*
2. Submit resolution that no non-profit agencies are readily available to provide the proposed service. *If hearing has not yet been held, submit resolution following hearing.*
3. Complete Public Agency Certification. *If hearing has not yet been held, submit certification following hearing.*
4. Submit proof of contact with all non-profit transportation providers regarding notice of public hearing.

b) ___ Approved by the State to coordinate services for elderly individuals and individuals with disabilities, including CTSAs designated by the RTPA.

1. Submit current designation letter.

Certification of No Readily Available Service Providers

The public agency, __Lamorinda Spirit Van Program _____certifies that there are no non-profit agencies readily available to provide the service proposed in this application.

Certifying Representative

Name (print):	
Title (print)	
Signature:	Date

Date of Hearing:

General Certifications and Assurances Summary

The original of the "General Certifications and Assurances" should be signed and dated in blue ink.

Use the legal name of your agency exactly as it appears on your Status Inquiry form. If you are a public entity, attach an authorizing resolution, designating a person authorized to sign on behalf of the agency, as an Appendix to the application.

Name of Applicant: Lamorinda Spirit Van Program, City of Lafayette		
Address: 500 Saint Mary's Road, Lafayette, CA 94549		
Contact Person: Mary Bruns	Work Phone (925) 284-5546	Work Fax (925) 284-1549

a. Pursuant to 49 CFR, Part 21, Title VI of the Civil Rights Act of 1964: The applicant assures that no person, on the grounds of race, color, creed, national origin, sex, age, or disability shall be excluded from participating in, or denied the benefits of, or be subject to discrimination under any project, program, or activity (particularly in the level and quality of transportation services and transportation-related benefits) for which the applicant receives Federal assistance funded by the Federal Transit Administration (FTA).

b. Pursuant to 49 CFR, Part 21, Title VI of the Civil Rights Act of 1964: The applicant assures that it shall not discriminate against any employee or applicant for employment because of race, color, creed, national origin, sex, age or disability and that it shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, creed, national origin, sex, or age.

c. The applicant certifies that it will conduct any program or operate any facility that receives or benefits from Federal financial assistance administered by FTA in compliance with all applicable requirements imposed by or pursuant to 49 CFR Part 27, "Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving or Benefiting from Federal Financial Assistance" and the Americans with Disabilities Act of 1990, as amended, at 49 CFR Parts 27,37, & 38.

d. The applicant assures that it will comply with the Federal statutes, regulations, executive orders, and administrative requirements, which relate to applications made to and grants received from FTA. The applicant acknowledges receipt and awareness of the list of such statutes, regulations, executive orders, and administrative requirements that is provided as references in FTA Circular 9070.1F - "Elderly Individuals and Individuals with Disabilities Program Guidance and Application Instructions, dated May 1, 2007."

e. The applicant certifies that the contracting and procurement procedures that are in effect and will be used by the applicant for Section 5310 equipment are in accordance and comply with the significant aspects of FTA Circular 4220.1F, "Third Party Contracting Guidelines."

f. The applicant certifies that any proposed project for the acquisition of or investment in rolling stock is in conformance with FTA rolling stock guidelines.

g. The applicant certifies that it will comply with applicable provisions of 49 CFR Part 605 pertaining to school transportation operations which prohibits federally-funded equipment or facilities from being used to provide exclusive school bus service.

h. The applicant certifies that it will comply with Government Code 41 USC. 701 et seq, and 49 CFR, Part 32 in matters relating to providing a drug-free workplace.

i. To the best of my knowledge and belief, the data in this application are true and correct, and I am authorized to sign these assurances and to file this application on behalf of the applicant.

Certifying Representative

Name (print): Mary Bruns	
Title (print) Program Coordinator	
Signature:	Date May 4, 2009

Agency Profile

Provide the total number of clients currently served by the agency, and provide a breakdown of those clients in regard to whether they are elderly, disabled or a wheelchair user. **If a client can be identified in more than one category, choose the one category that most closely describes the client.** A customer is counted only once. For example an elderly person, someone 65 years or older, who uses a wheelchair would be scored **once**, as a wheelchair user.

A person with disabilities is someone, of any age, who is not able to use fully accessible public fixed route services (whether temporarily or on a long-term basis), regardless of whether or not they need to use a wheelchair.

National origin information is not evaluated; it is collected and reported to the FTA.

Total number of clients currently served by your agency's transportation program (*do not duplicate*)		Per FTA Circular, provide the percent of national origins served by your program. (Total 100%)	
Number of elderly	140	American Indian & Alaska Native	%
Number of persons w/disabilities		Asian	10 %
Number of wheelchair/lift users		Black or African American	%
Total number of clients	140	Hispanic or Latino	%
Total number of wheelchair/lift users		Native Hawaiian & Other Pacific Islander	%
divided by clients	19 %	All Other	90 %
		Total must be 100%	100 %

Briefly describe your agency's purpose and program. Include the days and hours of the operation of your transportation program and the service your agency currently provides or intends to provide.

Supporting documentation must be attached (e.g., agency brochure).

The Lamorinda Spirit Van Program provides paratransit van rides to seniors in Lafayette, Moraga, and Orinda. The intent is to make it possible for seniors to live independently in their own homes as long as they would like to and are able to. We offer this service to people age 60 and up, but it is used most by people in their eighties and nineties. In the 2000 census 16% of the Lamorinda (Lafayette, Orinda, and Moraga) population of 57,800 were 65 and older giving us a pool of 9248 potential passengers whereas for Contra Costa County as a whole, 10.9% of the population was 65 and older. By 2020, it is projected that 25.4% of the Lamorinda population will be made up of people age 65 and older. The 85 and up group is the fastest growing.

We operate Monday through Friday from 9:30 a.m. to 5:30 p.m. and occasionally on weekends for special events. We take seniors to the nutrition program at the C.C. Café at Walnut Creek Senior Center Monday through Friday. This gives seniors the opportunity to have a nutritious lunch in a social setting, alleviating loneliness and isolation.

After the lunch program, Tuesday through Thursday, we take seniors to essential errands such as grocery and sundry shopping, the post office, and the bank. We work in medical/dental/physical therapy/lab appointments around this schedule. On Mondays, we make medical/dental/physical therapy/lab appointments the priority all day. On Fridays after lunch, we take seniors to monthly concerts and workshops at the Lafayette Senior Center and to Broadway Plaza and Sun Valley Mall. Periodically on the weekend, we offer special outings to places such as Mt. Diablo, the Oakland Zoo, the Ruth Bancroft Succulent Garden, and the Alexander Lindsey Museum.

We also make the van available for community events. Those passenger numbers are not included.

Agency Profile

Briefly describe the geographic area that will be served by your transportation program.
An 8-1/2 x 11 map of the service area must be attached.

The Lamorinda Spirit Van program serves seniors who reside in Lafayette, Orinda, and Moraga, age 60 and over. The nutrition program and most of the medical appointments that we provide transportation to are in Walnut Creek with occasional trips to Pleasant Hill, Concord, and Martinez. Grocery and sundry shopping, banking, etc. are generally done locally in Lafayette, Moraga, and Orinda.

Title VI Requirements: Describe any lawsuits or complaints against your **entire agency** that have been received or acted on in the last year alleging discrimination on the basis of race, color, creed, national origin, sex or age. For any lawsuits or complaints that were received or acted on provide the status of lawsuits or explain how complaints were resolved including corrective action taken. **(To be eligible, you must provide a written response in this area; N/A is not an acceptable response.)**

There have been no lawsuits or complaints filed against the Lamorinda Spirit Van Program.

Eligible Capital Expenses Reference: FTA C 9070.1F Section III, page 4 & 5

5310 Eligible Capital Expenses listed on page 6 of Instructions.

Is your agency also applying for funding from another program (i.e. other FTA programs, Department of Health and Human Services, State/Local Funds etc.) **for this same project(s)** (Vehicles and/or Other Equipment)?

Yes ___ No _X__

If yes, please explain.

We are the soon-to-be recipient of New Freedom funding for operational expenses, but not for vehicles or other equipment.

Note: We would like to substitute a grocery rack for one of the wheel chair positions.

Complete for vehicle(s) requested. (See Instructions page 5)

Vehicles (A=Ford, B=Chevrolet)	Number	Unit Cost**	Total Cost
Vehicles (cost shown includes accessibility equipment) Standard seating capacity examples by vehicle type			
Minivan (Type IV) *5 Ambulatory Passengers (AP)*		$48,000	
Small Bus (Type IA) *8 AP; 2 Wheelchair (WC)* *	1	$57,000	$57,000
Small Bus (Type IB- Chev) *8 AP; 2 WC* *		$64,000	
Medium Bus (Type IIA) *12 AP; 2 WC* *		$66,000	
Medium Bus (Type IIA) *12 AP; 2 WC *, Compressed Natural Gas*		$89,000	
Medium Bus (Type IIA) *12 AP; 2 WC *, Gas Hybrid*		$116,000	
Medium Bus (Type II**B**) *12 AP; 2 WC**,		$70,000	
Medium Bus (Type IIB) *12 AP; 2 WC * Compressed Natural Gas*		$95,000	
Large Bus (Type IIIA) *16 AP; 2 WC**		$71,500	
Large Bus (Type IIIA) *16 AP; 2 WC *, opt Compressed Natural Gas*		$96,500	
Larger Bus (Type VII) *20 AP; 2 WC**		$105,000	

* Rear wheelchair lift floor plan

**Unit costs are an estimated cost of vehicle, equipment and related charges and are subject to change at the time of purchase.

Eligible Capital Expenses Reference: FTA C 9070.1F Section III, page 4 & 5

New Disadvantaged Business Enterprise (DBE) Requirements

All successful applicants who are subrecipients of FTA Section 5310 funds must adhere to the *California State Disadvantaged Business Enterprise (DBE) Program Plan.*
http://www.dot.ca.gov/hq/bep/documents/dbe/dbe_program_plan_final.pdf
To comply, subrecipients of FTA Section 5310 funds must submit a completed *Disadvantaged Business Enterprise Race-Neutral Implementation Agreement For Federal Transit Administration Subrecipients*. If this agreement is not currently on file with DMT, one must be submitted with the Standard Agreement.
http://www.dot.ca.gov/hq/MassTrans/Docs-Pdfs/FTA-Dbe-Implement-Agr.doc

Other Equipment

Applicant must attach 3 estimates of like-kind equipment **with** this application. The average of the 3 estimates will be the requested grant amount. If equipment is to be sole sourced, written justifications must be attached. After grant approval, grantee must receive prior approval from the Section 5310 Program before purchasing. The local agency will purchase the other equipment and will be reimbursed for the federal share.

Other eligible equipment includes: wheelchair restraints; radios and communication equipment; initial component installation costs; computer hardware and software (scheduling and vehicle maintenance software); transit related intelligent transportation systems (ITS); and the introduction of new technology through innovative and improved products into public transportation.

Complete for other equipment requested. (See Supplemental Instructions page 5 and 6)

Minimum Grant Amount of $1,000, not to exceed $40,000.

Complete for Requesting Computer Equipment or Other Equipment (specify)			**(See Instructions pages 5)**
Equipment	**Number**	**Unit Cost**	**Total Cost**
Computer Hardware			
Computer Software			
Maintenance Equipment			
Other Eligible Equipment (describe)			
Complete for Requesting Communications Equipment: (The following items do not require the 3 estimate process, providing the indicated cost is not exceeded.)			
Base Station		$2,500	
Mobile Radio		$1,000	
		TOTAL (cannot exceed $40,000)	

TOTAL PROJECT COST (Vehicles and Other Equipment) (Maximum project cost not to exceed $600,000, 11.47% local match to be provided by the requesting agency.)	

Replacement/Service Expansion Vehicles

Questions apply to requests for vehicles. (See Scoring Worksheet, page 4 and 5)

REPLACEMENT VEHICLES (Maintaining existing service levels)

To be eligible for replacement, the vehicle must currently be wheelchair accessible (ramp or lift.) Sedans and SUVs are not eligible for replacement.

Explain why the vehicle(s) need replacement in order to ensure continuance of existing services. Describe the service the vehicle(s) will provide and the service area.

A photograph of the vehicle(s) proposed for replacement must be attached as an appendix. Take at an angle to show back wheels.

Our 1999 paratransit van has 170,670 miles on it as of April 22, 2009. The Lafayette, Orinda, Moraga passengers we serve live in a semi-rural area with narrow, winding, and hilly roads. By replacing this vehicle, the old vehicle will become a back-up vehicle which will allow us to remain in service when either van is taken in for regular maintenance. We occasionally have overlapping schedules between the lunch shift and the afternoon shift, and having a new van with a back-up vehicle will help us in meeting these overlapping needs.

The lift is requiring more frequent service to be useable, and it has more movement in it than before. A new van would increase safety.

SERVICE EXPANSION VEHICLES (Increasing existing service levels)

Explain the growth your agency is experiencing, the projected increase in the number of clients you will serve, and the basis for your estimates. Describe the service area, and the service the vehicle(s) you are requesting will provide and how it relates to the needs assessment in the Coordinated Plan. *Related Documentation supporting this growth must be attached as an appendix and its relevance discussed within the narrative (e.g., current waiting list, reports of trips denied).*

Projected number of one-way passenger trips per day to be provided by each vehicle: _____

Other Equipment

OTHER EQUIPMENT

This category includes communication and computer equipment, hardware and/or software, or any other miscellaneous equipment (maintenance, cameras, and mobile radios). The equipment must be used to support your transportation operation in proportion to the number of vehicles you operate in your transportation program for elderly and disabled clients.

The applicant must submit 3 like-kind estimates of equipment with this application. The average of these 3 estimates will be the requested grant amount. If equipment is to be sole sourced written justifications must be attached.

If the project is selected and the agency receives Section 5310 approval, the agency will purchase the equipment using 100% of their funds. Once the equipment is received, the agency will invoice Caltrans for reimbursement of the Federal portion of the grant (88.53%).

1. Complete table for the requested other equipment, expand this table if necessary:
    1. Indicate equipment type to be replaced
    2. Indicate the quantity of existing equipment units, by like kind.
    3. Indicate the age of the equipment.
    4. Indicate the requested number of units of additional equipment.
    5. Indicate the total number of vehicles in your transportation fleet.

1. Equipment Type	2. Quantity of Existing Equipment	3. Age of Equipment	4. Quantity of Requested Equipment	5. Current Fleet Size
Example: Computer	1 1 2	1-31-2004 2-8-2006 5-18-2005	1	10

2. Describe the type of equipment you are requesting and specifically identify the components.

3. Discuss how the requested ancillary equipment will be used to support the transportation program. Discuss any expected improvements in service delivery or coordination and any reduction in the cost to provide service. If *computer equipment* is being requested, also describe current method of collecting and tracking information.

Ability of Applicant- *See Quantitative Scoring & Project Rating Worksheet Section I*

Describe applicant's experience and history of providing efficient and effective transit services. The number of years of transportation service should reflect the number of years your agency has provided transportation services. Do not include service of your subcontractor(s). If you will be a first-time provider of transportation services, provide the number of years you have provided social services to elderly individuals and individuals with disabilities.

1. Does your agency **currently** provide transportation? ___yes_____

   If yes, how many years of transportation experience does your agency have? ___3_____

   If no, how many years of experience does your agency have in providing non-transit services to elderly persons and persons with disabilities? _____

   Additional points can be obtained for applicants that have not previously been transportation providers by providing a letter of support from the RTPA or CTSA.

We are mentioned in the Coordinated Public Transit/Human Services Transportation Plan, Elderly and Disabled Component dated December 19, 2007, MTC Resolution No. 3787 on page 4-7 as Lamorinda Spirit Services.

Available points for questions 2-12:
0 = Does not address question
1 = Addresses question without attaching relevant documentation.
2 = Addresses question completely and attaches relevant documentation to all questions 2-12

2. Describe your agency's driver training program by specifically discussing each of the following components indicating whether they will be performed in-house or under contract and the staff or position(s) responsible:
   - New Driver Orientation and Training; including classroom and behind the wheel and testing. Including ongoing training.
   - Sensitivity Training, Emergency Preparedness, First Aid and CPR.

New Driver Orientation: The Program Coordinator meets with the potential new driver, interviews them, and discusses the requirements: Class C license, 2-3 references, H-6 from the DMV, Live Scan finger printing, home study of sample Class B DMV tests, study of vehicle inspection format, practice driving, and in-house driving test by Class B driver.
New Driver Training: In Home Study and Behind the Wheel Training and Testing: The Class C potential driver self assesses knowledge of Class B DMV written tests. When they feel ready, they are assigned to an experienced driver to practice doing the vehicle inspection and driving the van.
Road Testing: When the supervising driver assesses the new driver as ready to drive, the in-house paid Class B driver tests the new driver by watching them do a vehicle inspection and by doing a drive along test. The driver who is testing the new driver communicates with the Program Coordinator as to the readiness of the new driver.
Classroom Training: The Program Coordinator discusses the paperwork requirements regarding the pre and post trip inspections, filling in the daily manifest, and handling the collection of van fares. The Program Coordinator discusses the passenger safety requirements: gentle and unrushed driving, requirement of seat belts, compliance with all driving regulations.

PART III - SCORING CRITERIA

Ability of Applicant-Continued *See Quantitative Scoring & Project Rating Worksheet Section I*

3. Describe your agency's system for dispatching vehicles and discuss training of staff in the dispatching function.

We have one van and one part-time paid Dispatcher who receives phone calls from passengers, prepares the manifest via Excel and driving directions via Mapquest, Google Maps or Yahoo maps, then phones passengers with their pick-up times. We ask passengers to phone one business day ahead of time (two business days for medical rides) by 1:00 p.m. The Dispatcher prepares three copies of the manifest: one for the driver, one for the file, and one for the Program Coordinator. The Lunch Driver picks up the manifests the next morning before picking up passengers and leaves a file folder in the van for the afternoon Errand Driver with the afternoon manifest and driving directions.

The Program Coordinator acted as the Dispatcher for one year and has trained subsequent Dispatchers through on-the-job training – demonstrating and observing, reviewing the manifest and emails to the Drivers. We have a back-up Dispatcher for those times our regular Dispatcher cannot be here.

****See Tab 8 for documentation.**

4. Describe your agency's vehicle maintenance program, addressing **each** of the following components. In describing the items specified below, attach pre-trip **and** post-trip inspection forms and maintenance forms as an appendix.
    - Daily pre-trip and post-trip inspection description with daily inspection forms
    - Preventative & routine maintenance description, with maintenance forms
    - Contingency plan for when equipment is not available for service

Each driver performs a daily pre-trip and post-trip inspection. Form attached in Tab: . The results of the pre-trip inspection and the post-trip inspection are recorded on the pre-trip form unless a problem is discovered on the post-trip inspection, in which case a separate form is filled out..

Preventative and routine maintenance and the A&B Inspection are performed every 45-60 days or 3,000 miles by the Concord Corporate Yard. We follow the instructions (See Tab ___) that the County Connection provided us when they donated one of their used vans to us. The service includes an inspection and oil change. The C service is done every 18,000 miles which includes the transmission, air and fuel filter change. Brakes and tires are replaced as needed. We have replaced tires twice.

Contingency plan – When we have committed rides that we cannot provide due to a van problem, we transport our passengers via our partner, the Contra Costa Yellow Cab and DeSoto Company. The passenger fee remains the same. When we take the van in for regular maintenance, the van goes out of service for one day. We are currently requesting approval for volunteers to be able to use their cars when we have overlapping needs or the van is in for service.

See Tab 9 for documentation.

5. If your agency operates vehicles with more than 10 passengers (includes driver), attach a copy of your most recent CHP vehicle and terminal inspection report If your agency is not required to have a CHP inspection based on this criteria, attach your agency's most current Caltrans Section 5310 vehicle and agency inspection reports. This information must match the Existing Transportation Services Table on page 22, column 5 of this application.

Our vehicle has the capacity for seven ambulatory passengers and two passengers in wheelchairs, though we only use one at a time. Therefore we have not been required to have a CHP inspection. Since we don't have a 5310 vehicle as yet, we have not had a Caltrans inspection report.

6. Describe other funding your agency has received or pursued (e.g., other grants, donations, contracts, cash reserves of the agency, etc.) and why these are not available to fund the proposed project.

Our original van was donated to us by the Central Contra Costa Transit Authority through their Community Connection Program. We are funded by grants and donations for our operating expenses and have enough in reserve to pay our portion of the van price under the 5310 program. Our reserve primarily supports operating expenses. We do not have a reserve large enough to purchase a van.

Ability of Applicant-Continued *See Quantitative Scoring & Project Rating Worksheet Section I*

7. Attach a copy of your agency's current audited financial statement with no instance of non-compliance as an appendix.

See Tab 10 for documentation.

8. Agency Information: Describe the emergency planning and drill activities within your agency and in cooperation with the county. Provide proof your agency is included in the response plan with the County Office of Emergency Services. Indicate the drill(s) you have participated in, or are scheduled to participate in?

The City of Lafayette participates in the annual emergency planning exercises that involve the County. **See Tab # 11.**

Additionally, the Lamorinda Spirit Van Program registered with Michael Marchiano of the County Office of Emergency Services on April 24, 2009. We have been scheduled to participate in the May, 2009 drill in Brentwood, CA.

9. Vehicle Information: Describe the steps you have taken to identify your available accessible vehicles (including capacity) to the county for use in emergency evacuations.

The Lamorinda Spirit Van Program registered with Michael Marchiano of the County Office of Emergency Services on April 24, 2009. We have been scheduled to participate in the May, 2009 drill in Brentwood, CA. We have seven ambulatory passenger seats and two wheelchair hook-ups. **See Tab# 11 for letter of verification.**

PROPOSED BUDGET FOR TRANSPORTATION PROGRAM

10. ***Annual Budget:*** ***See Quantitative Scoring & Project Rating Worksheet Section I***

Estimated Income:	
a. Passenger Revenue	$ 1,813
b. Other Revenues	$ 1,933
c. Total grants*, donations, subsidy from other agency funds	$ 88,735
TOTAL INCOME	$ 92,481
*Not including this grant request.	
Estimated Expenses:	
a. Wages, Salaries and Benefits (non-maintenance personnel)	$ 66,103
b. Maintenance & Repair (include maintenance salaries)	$ 11,178
c. Fuels	$ 5,200
d. Casualty & Liability Insurance	$ -- (in kind)
e. Administrative & General Expense	$ 6,800
f. Other Expenses (e.g., materials & supplies, taxes)	$ 2,000
g. Contract Services (specify) Driver & Dispatcher	$ 1,200
TOTAL EXPENSES	$ 92,481

11. ***Fund Sources:***

SOURCES	**Prior Year**	**Current Year**	**Budget Year**
a. City of Lafayette	$ 25,000	$ 25,000	$ 25,000
b. Moraga and Orinda	$ 5,000	$ 8,000	$ 10,000
c. Service Clubs/Foundations/Grant	$ 34,324	$ 19,817	$ 53,735
d. Passenger rides/ Nutrition Rides	$ 3,847	$ 3,746	$ 3,746
		TOTAL	$ 92,481

12. Local Match for this application.

The local share may be derived from other Federal programs that are eligible to be expended for transportation, other than DOT programs, or from DOT's Federal Lands Highway Program. Examples of types of programs that are potential sources of local match include: employment, training, aging, medical, community services, and rehabilitation services. Specific program information for other types of Federal funding is available at ***www.unitedweride.gov*** **See Tab 12**

Identify Source(s) of Local Match:	**AMOUNTS**
Lafayette, Orinda, Moraga	$ 35,000
New Freedom Funds	$ 24,481
	$
TOTAL LOCAL MATCH - *11.47% of Total Project Cost*	$ 6,538

Coordinated Plan Requirements *See Quantitative Scoring & Project Rating Worksheet Section II*

Points available
0 – Does not address question and/or does not include Coordinated Plan section or page number
3 – Addresses question & indicated Coordinated Plan section and/or page number

Per FTA C 9070.1F, Chapter V, FTA Section 5310 projects shall be derived from a Coordinated Plan that minimally includes the following four elements and a level consistent with available resources and the complexity of the local institutional environment. The following questions address how this project is derived from Coordinated Plan for your area. (Only 0 or 3 points per question) **See Tab 13**

Element 1: An assessment of available services that identifies current transportation providers (public, private, and non-profit).

1. Generally describe the available non-profit, public transit or Paratransit, including fixed route, dial-a-ride, ADA complementary Paratransit services. (Indicate Coordinated Plan Section/Page Number.)

   Public Transit: The County Connection serves Lafayette, Orinda, and Moraga: Route 25 going between Lafayette BART and Walnut Creek BART via Mt. Diablo Blvd on an hourly basis between 7:30 a.m. and 6:30 p.m. This means this bus does not go into any of the neighborhoods. Route 250 provides evening service between Lafayette BART and St. Mary's College via Moraga Road on an hourly basis between 6:30 p.m. and 1:25 a.m. Thursday through Sunday. This again means this bus does not go up any of the streets into the neighborhoods. Route 6/6L goes between Orinda BART and the Orinda Community Center three times a day, again not going into the neighborhoods. All together this means service in the Lamorinda (Lafayette, Orinda, and Moraga) area is extremely limited. The **ADA Paratransit LINK** service is available only to seniors who meet the disability guidelines.

   Non Profit Senior Helpline Services Rides for Seniors provides rides by volunteers using their own cars for seniors in Contra Costa County. They consider themselves the ride of last resort and provide rides primarily to medical/dental appointments and grocery shopping. They cannot take people in wheelchairs. Orinda Seniors Around Town provides rides by Orinda volunteers to Orinda seniors for a variety of purposes. They also cannot take people in wheelchairs. Both programs are limited by the number of active and available volunteers. Our Spirit Van program partners with these two agencies and Contra Costa Yellow Cab and DeSoto Company (a for-profit company) who provides a 20% discount to Lamorinda seniors in meeting the transportation needs of seniors in the Lamorinda area.

   Coordinated Plan: Develop Coordination Strategies – See page ES-3 and page 7-20. Lamorinda Spirit Service and Senior Helpline Services are mentioned on page 4-7. Taxis playing a role – See page 5-10. CCCTA providing local agencies with Paratransit vans (Lamorinda Spirit Van) to local agencies who provide 50 ADA trips per month – See page 5-12. Discounted Paratransit fares – See page 7-8. Taxi discount programs – See page 7-10.

Element 2: An assessment of transportation needs for individuals with disabilities or older adults. This assessment can be based on the experiences and perceptions of the planning partners or on more sophisticated data collection efforts, and gaps in service.

2. Describe the transportation needs of individuals with disabilities or elderly individuals to be served by the proposed project. (Indicate Coordinated Plan Section/Page Number.)

Most of the seniors using our service are in their 80's and 90's and have age-based disabilities. We have served seniors with MS, memory problems, balance problems, heart problems, those that are wheel chair bound, those that struggle with chronic illness and severe arthritis. These passengers tire easily and need the "door through door" semi-escorted service we provide. These older adults with age-based disabilities need to go grocery and sundry shopping, to the bank and post office. They have medical and dental appointments to keep and don't feel they can afford a taxi. Some are very isolated and really need the nutrition program provided by the C.C. Café at the Walnut Creek Senior Center. One gentleman we served until his death had increasing memory and balance problems; his son worked, and it meant a lot to him to get out of the house and go to the lunch program. One woman with severe arthritis and heart problems used our program initially to go grocery and sundry shopping. She then went to physical therapy and medical appointments with us until her death, gracefully aging in place, delighted to have the independence our van afforded her.

PART III - SCORING CRITERIA

Coordinated Plan Requirements – (Cont.) See Quantitative Scoring & Project Rating Worksheet Section II

Element 3: Strategies, activities, and/or projects to address the identified gaps between current services and needs, as well as opportunities to achieve efficiencies in service delivery.

3. How does this project(s) address one or more of the coordination strategies, activities, and/or projects and efficiencies identified in the Coordinated Plan for your area? (Indicate Coordinated Plan Section/Page Number.)

   The gaps the Lamorinda Spirit Van fills include taking some of the demand off the volunteer driver programs as well as the County LINK paratransit program by meeting some of the regular transportation needs of Lamorinda residents to go to the lunch program, to medical appointments, and to essential errands of daily living.

   - *On page E-S3, 3-3, and 3-5 of the Coordinated Plan, it says, "In 2005, 11% of the Bay Area population was aged 65 or older. By the year 2230, this population is expected to increase by 162%. Statistics for Lafayette, Orinda, and Moraga indicate that at the last census, the population aged 65 and older is actually closer to 16% and growing.*

Element 4: Priorities for implementation based on resources (from multiple program sources), time, and feasibility for implementing specific strategies and/or activities identified.

4. How does this project(s) address one or more of the implementation priorities identified in the Coordinated Plan for your area? (Indicate Coordinated Plan Section/Page Number.)

   The Lamorinda Spirit Van Program provides service beyond ADA requirements by providing door through door, semi-escorted service in a shorter time frame, with more time-certain arrival than is available through the County LINK program. (Page 7-1 Coordinated Plan)

   The Lamorinda Spirit Van program provides semi-escorted travel on our paratransit van through a combination of paid and volunteer drivers. The paid driver goes to the C.C. Café Nutrition Program with the passengers and is therefore able to supervise those with memory and balance problems and those in wheelchairs. The volunteer drivers take small groups of seniors to meet their grocery and sundry shopping, banking and post office needs. They take these groups to several destinations, discussing with the passengers the logistics of getting each person where they want to go, waiting for some or returning in a timely manner after dropping off another. The volunteer driver coordinates the passengers in such a way that each goes to where they need to go with the least possible wait time. (Page 7-2 Coordinated Plan)

Coordination – *See Quantitative Scoring & Project Rating Worksheet Section II*

Use of Vehicles/ Equipment **See Tab 14**

Per FTA C 9070.1F, Chapter VI, FTA encourages maximum use of vehicles funded under the Section 5310 program.

Coordination of vehicles and other transportation related activities where opportunities exist to coordinate are encouraged. Coordination of services includes:

- *Allowing another agency or organization to use the requested vehicle while the applicant is not using it or providing transportation services for the clientele of another agency along with the applicant's service.*
- *Sharing transportation related services, such as dispatching, driver maintenance and/or training programs, maps and schedules, etc., with another agency.*

- Shared use of vehicles
- Dispatching or scheduling
- Maintenance
- Back-up transportation
- Staff training programs
- Procurement of services and supplies from funding sources other than Section 5310
- Active participation in local social service transportation planning process
- Client trip(s) with other agencies

1. Describe how vehicles in agency's **existing** fleet, services or equipment are used to provide coordinated service for another agency's clients or how these vehicles are shared with another agency(s).

- The name of the participating agency(s)
- Agency description, and usage of vehicle(s)
- Days and hours of use
- Number of passengers using service

- The Lamorinda Spirit Van provided transportation for a Sunday field trip from 9:00 a.m. to 4:00 p.m. on April 19, 2009 for seven members of the Lafayette Senior Recreation Center, a group of seniors who meet at the Lafayette Methodist Church.

- The Lamorinda Spirit Van provided shuttle transportation for the Lafayette Little League Opening Day March 7 and 8 for 11 hours each day. This is the second year we have provided this service. We transported families from the parking areas to the field and back again. (See Tab ___ for copy of invoice.)

- The Lamorinda Spirit Van coordinates with Senior Helpline Services Rides for Seniors and Orinda Seniors Around Town in providing rides for Lafayette, Orinda, and Moraga seniors. Some of our passengers use services from more than one of these agencies. (See Tab ___ for letters.)

2. Describe plan for coordinating use of **requested** vehicle(s) or equipment.

- Name of the participating agency(s)
- Agency description, and usage of vehicle(s)
- Days and hours of use
- Numbers of passengers using service

The requested vehicle is a replacement vehicle and will be used in all the ways described in #1 above.

3. Discuss any attempts the agency has made to coordinate. If unable to coordinate, explain why. Provide supporting documentation letter from CTSA or RTPA confirming that no opportunities for coordination currently exist for requested equipment.

Existing Transportation Services

See Quantitative Scoring & Project Rating Worksheet Section III

To complete the chart below, list all vehicles your agency currently owns or leases that provide passenger service to elderly or disabled persons. Include backup vehicles and those to be removed from service if a new vehicle is awarded. Also list any vehicles you have on order or for which you have received a grant or commitment from any source (e.g. Section 5310, Department of Aging, city or county.)

Additional information needed for replacement vehicle requests: Replacement vehicles are identified as those needing replacement in order for the Agency to continue their existing services. For each new vehicle requested, a current vehicle in active service must be placed in backup or sold.)

See Application Instructions for information regarding each column entry below.

Answer the following questions and complete the chart below:

A. Total miles traveled per day for all active vehicles in fleet (excluding the vehicles indicated as backup in Column 7) ___61_____.

B. Days of Service (e.g. Monday thru Sunday) Monday thru Friday. Occasional Saturday & Sunday.

C. Percentage of current wheelchair/lift users __19_____%

a. To compute, divide total riders (Part I, Page 9) by wheelchair/lift clients (column 11 total below).

	*1	2	3	4	5	6	7	8	9	*10	*11	12
	List All VIN #s in Fleet (Last 5 digits)	Replacement Requests Vehicle Type & Disposition	List All Active Vehicles Yr/Make	Current Mileage	Passenger Capacity Ambulatory/ Wheelchair	Fold down seats? Y/N	Current Backup Vehicle Y/N	Date Purchased or Leased	Registered Owner	Vehicle Service Hours Per Day	Total One Way Pasg. Trips Per Day	12 Month Maintenance & Repair Costs
Ex	*12345*	*van/BK*	*2003 Ford*		*6A/2W*	*Y*	*N*	*1*	*Agency X*	*6*	*16*	*$1,000*
1	**5839**	**Bus 1A**	**1999 Ford**	**170,670**	**7A/2W**	**N**	**N**	**3/29/06**	**Lafayette**	**7**	**11**	**$7,303**
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
									Total for Columns 10 & 11			

Proposed Transportation Services

See Quantitative Scoring & Project Rating Worksheet Section III

New or Service Expansion: This table is to be completed by agencies:

- Starting a new transportation service, or
- Adding new or additional service to their current program.

To complete the chart below:

- In column 1, indicate if vehicle request is for a New (N) transportation agency or Service Expansion (SE) for an existing transportation agency.
- In column 2, indicate type of requested vehicle, such as Modified Van, Small Bus, etc. as shown on the Funding Request – Part II.

Note: If the requested vehicle(s) will be used in coordination to transport another agency's clients on a regular basis, include those trips in the calculations of the proposed service for columns 3 - 7.

- In column 3, indicate the number of days of vehicle service (e.g., Monday – Friday = 5, Monday – Sunday = 7)
- In column 4, indicate the average number of vehicle service hours per day (**exclude idle time** - the time the vehicle is not in direct passenger service.) Use whole hours; do not use ranges of hours or portions of hours.
- In column 5, calculate vehicle service hours by multiplying column 3 with column 4 (**exclude idle time**.) (e.g. 5 days per week X 8 hours per day = 40 hours per week).
- In column 6, indicate the projected number of one-way passenger trips per day (each time a passenger boards the vehicle, a round trip would be counted as 2 passenger trips).
- In column 7, indicate the projected average number of miles that the vehicle will travel per day.

Complete following question and the chart below:

D. **Compute the total percentage of current and projected wheelchair/lift users _____%**

For Expanded Service: Use the total number of wheelchair/lift users in your current program (page 9 of this application), add the projected number for this expanded service, then divide by the total number of existing and projected passengers from column 6 below.

For New Service: Use the total number of projected wheelchair/lift users then divide by total projected passengers from column 6 below.

	1	2	3	4	5	6	7
	Type of Request N – New agency or SE – Service Expansion	**Vehicle Type**	**Days of Service**	**Total Service Hours Per Day**	**Total Service Hours Per Week**	**Total one way passenger Trips Per Day**	**Projected Mileage Per Day**
Ex	*N or SE*	*Small Bus*	*5*	*6*	*30*	*25*	*400*
1							
2							
3							
4							
5							

Other Equipment

See Quantitative Scoring & Project Rating Worksheet Section III

Other Equipment: Computer system, software, maintenance and or communication.

If you are making a request for new equipment based on the "inadequacy" of your old equipment, please include a detailed description of the make and year model of the equipment to be replaced consistent with the chart on page 14. The equipment must be used to support your transportation operation, that is, the number of vehicles you operate in your transportation program.

1. How many vehicles in the Service Fleet (including back up)? _____ (Maximum 15 pts)	

2. Is the applicant currently using a manual system for scheduling, vehicle tracking, etc. and/or has no dispatch communication equipment? (Application page 14) 5 points	
OR	
3. Does the applicant need to replace inadequate equipment to improve efficiency? (Application page 14) Equipment more than 5 years old – 5 pts 3 to 5 years old – 3 pts Less than 3 years old – 0 pts	
Total	

Sensitivity Training – The Program Coordinator discusses appropriate handling of passengers: requesting permission before helping with seat belts, offering an arm for passenger to hold onto, standing at the steps as the passenger gets on and off the van, conversing with passengers, helping with packages.

Emergency Preparedness – Procedures have been provided in the event of a van accident or break down or a passenger illness. A list of phone numbers has been provided as to who to contact for van towing and repair, notification of the Program Coordinator, other van programs to provide transportation for wheel chair bound passengers, a taxi number for the ambulatory passengers.

First Aid and CPR – A first aid kit is carried on the van. CPR classes are offered to volunteer drivers, but not required.

Continuing Driver Training – We schedule an annual meeting to bring drivers together to discuss situations, needs, reminders. When retraining is needed, notices are sent out reminding drivers of the requirements. In July, 2009, we will be implementing "drive alongs" by the Program Coordinator as a check on driving.

****Refer to Tab 7 for documentation.**

Page 16(a)

We have been approved for New Freedom funds of $24,481 for operating expenses that should be coming in, in the next year. The County Connection has not been able to donate additional vans due to California budget cuts.

In the past we have received funding from:

2005-2006
- $35,000 from the City of Lafayette
- $25,000 from the East Bay Community Foundation

2006-2007
- $25,000 from the City of Lafayette

2007-2008
- $10,000 from the East Bay Community Foundation
- $25,000 from the City of Lafayette
- $5,000 from the Town of Moraga
- $5,000 from the Lafayette Community Foundation
- $16,673 from the Moraga Juniors
- $500 from the Holiday Concert Fund Raiser

2008-2009
- $25,000 from the City of Lafayette
- $3,000 from the Lafayette Community Foundation
- $3,000 from the City of Orinda
- $672 from Holiday Concert Fund Raiser
- $4,000 expected from Lafayette Juniors
- $5,000 committed from the Town of Moraga
- $24,481 committed in New Freedom Funds

Lafayette Senior Services makes us the beneficiary of the proceeds of one concert a year.

We charge $3.00 a ride for errands and medical rides and collect $1.50 a ride to the nutrition program from Contra Costa County.

We approach community service clubs such as the Moraga Juniors, the Orinda Woman's Club, and the Lafayette Juniors for funding as often as permitted under their structure. These clubs often prefer to have new beneficiaries each year. For the past two years, we have submitted applications to the Orinda Woman's Club, but have not made the final cut. It is a very competitive process.

The Lafayette Community Foundation has funded us for two years as has the East Bay Community Foundation.

Lafayette, Orinda and Moraga are all limited service cities and don't have adequate budgets to fully fund the Lamorinda Spirit Van Program. We have been supported by Lafayette each year even though when the Lamorinda Spirit Van Program was set up, it was only to be funded by

Lafayette for two years. Moraga just came on board with funding us last year and Orinda this year.

We mail out a donation request letter every December.

Page 19 (a)

Our van service to the C.C. Café nutrition program has increased. Older adults value the opportunity to get out of the house and socialize with their peers.

Additionally, the semi-rural environment of Lafayette, Orinda, and Moraga, so appreciated by local residents, creates particular challenges for older adults. County Connection fixed bus routes are inconvenient, scarce, and hard to get to particularly from homes situated on hillsides. Riders using paratransit LINK service (curb to curb) often must negotiate a walk on uneven surfaces or up steep driveways.

Many older adults do not qualify for paratransit LINK services as their disabilities may be described as simply "The DMV won't let me drive anymore" or "I can't drive at night or on freeways" or "It's just too confusing and I'm tired." Add to this the oft heard reflections, "My neighbors and friends (who used to drive me) are dying off" and "My children live too far away" or "The kids work and are too busy."

The Lamorinda Spirit Van provides important service to older adults who want to age in place.

At a recent meeting of older adults for the purpose of determining seniors' needs, increased transportation was identified as either number one or number two of the top priorities.

Coordinated Plan

- "In 2005, just over 11 % of the Bay Area population was aged 65 or older. By the year 2030, this population is expected to increase by 162%. (Page ES-3 Coordinated Plan)
- "11.3% of the population is aged 65 or older. 38% of older adults have a disability. 16% of older adults are low-income." (Page 3-3 Coordinated Plan)
- "About 15% of older adults live in households with no motor vehicle." (Page 3-8 Coordinated Plan)
- "About 24% of older adults live in households with incomes less than 200% of the Federal poverty level." (Page 3-7 of the Coordinated Plan)
- Lamorinda Spirit Service is mentioned on Page 4-7 of the Coordinated Plan.
- "In fact, examples were presented of the opposite approach where the public transit agency purchases services from community-based agencies, senior centers or other programs because this is less costly than providing them directly. CCCTA, for example has provided retired vehicles to several community-based groups on the condition these agencies provide at least 50 ADA trips per month." (Page 5-9 Coordinated Plan) (Also referenced on Page 5-12 Coordinated Plan) The Lamorinda Spirit Van was one of them.

Element 3 – Question 3 Continued

Another gap the Spirit Van fills is to take passengers door through door, helping them with their packages, waiting for them at Safeway, Trader Joe's, Longs Drugs, the bank and the post office while they shop or complete their business. It is not possible for the County LINK to take a person to Safeway, wait for them to shop, help them load their groceries into the van, take the person to Longs Drugs, wait for them to pick up a prescription and shop, take the person to the bank and the post office and then take them home. This level of service is needed by the elderly population we serve who are generally in their 80's and 90's, who cannot handle being on their feet for any length of time and who cannot wait for the County LINK to return when the LINK may be delayed, effectively stranding an extremely fragile and elderly person. (Page 7-7 Coordinated Plan)

- Page ES-6 of the Coordinated Plan promotes coordinated advocacy and coordinated funding with human service agencies. On page 4-7 of the Plan, the Lamorinda Spirit is mentioned as a program that has been developed to fill some of the transportation gaps for seniors and people with disabilities.

Another gap the Spirit Van fills is to place passengers with regular drivers and regular passengers, a strategy that helps passenger to meet their social needs and need for community. Meeting passenger needs for semi-escorted, semi-supervised service fills these gaps and provides a service that is beyond the requirements of the ADA and beyond the ability of the County LINK program or the Volunteer Driver Program to provide.

- "The CCCTA Vehicle sharing program has provided local agencies with vehicles with the expectation that those agencies provide at least 50 ADA trips per month. This has freed up capacity on CCCTA to provide additional trips, and has also resulted in a much lower cost per trip for CCCTA than if it had provided the service directly." Page 5-12 Coordinated Plan: Successful Examples of Coordination

Senior Helpline Services Rides for Seniors and Orinda Seniors Around Town are limited in providing service by the number of active and available volunteers they have at any moment. They need the Lamorinda Spirit Van Program to meet some of the community needs. The Senior Helpline Services Rides for Seniors calls themselves the ride of last resort; they do this because the need for senior transportation is greater than their available volunteer driver resources. The Lamorinda Spirit Van Program fills part of this gap by being able to take groups to the lunch program and to errands. (Page 4-7 Coordinated Plan)

The Volunteer Driver Programs cannot take people in wheelchairs; the Lamorinda Spirit Van Program fills this gap. (Page 3-6 Coordinated Plan)

Passengers who use our program cannot afford taxis on a regular basis, and most taxis are not wheelchair accessible. The Lamorinda Spirit Van Program fills this gap. (Page 3-3, 5-10, 7-7, 7-10 Coordinated Plan)

The Lamorinda Spirit Van Program is able to serve Lafayette, Orinda, and Moraga seniors more efficiently than the County LINK program. Passengers receive more timely service and don't have to wait as long for their ride. (Page 5-9 and 6-1 Coordinated Plan)

Element 4 – Question 4 continued

Demand-responsive group shopping service for both ADA and Non-ADA eligible people where the volunteer driver helps with packages. (Page 7-2 Coordinated Plan) One passenger said We interviewed Mollie Runnion, a long time rider of the Spirit Van. She said, *"About Wendy...the Lamorinda Spirit is very lucky to have such a super volunteer. She is always on time, helpful, and very kind.* She went on to say, *"Shopping on Tuesday is always fun. We accomplish more than I think possible in such a pleasant and fun way."* In talking with Joyce Gardner who remembers the Depression, we heard more accolades for Wendy. *"She is such a delightful person and takes such good care of us. We try not to let her carry everything, but she lugs all of our packages anyway. She is truly one of a kind in the way she looks after our welfare."*

Volunteer Driver Programs (Page 7-2 Coordinated Plan) The Lamorinda Spirit Van is driven by volunteer drivers for our Errand Day Runs and some of our medical appointments. We have six active and three inactive volunteer drivers. Since this program exists under the auspices of the City of Lafayette, volunteer drivers who are required to carry their own insurance, also are covered under the City of Lafayette policy.

Taxi Discount Programs (Page 7-2 and 7-10 Coordinated Plan) The Lamorinda Spirit Van Program is one component of a three component program called: Lamorinda Senior Transportation: An Alliance of Transportation Programs. The second component is the Volunteer Driver Program which includes Senior Helpline Services Rides for Seniors and Orinda Seniors Around Town. The third component, Contra Costa Yellow Cab and DeSoto Company provides a 20% discount to Lafayette, Orinda, and Moraga seniors. This taxi company can accommodate seniors with disabilities except for those who require wheelchairs. They have provided service when we have had overlapping needs or when we have unexpectedly gone out of service and have needed to fulfill our obligations to passengers.

Help for community organizations to expand service (Page 7-2 Coordinated Plan) The Lamorinda Senior Transportation Program: An Alliance of Transportation Providers was created in 2006 to help meet the transportation needs of Lafayette, Orinda, and Moraga older citizens so they could age in place. The Lamorinda Spirit Van Program was created to help Lamorinda expand service to the senior residents of these three cities. This was made possible in three ways: 1.) The CCCTA Community Connection

Page 20 (c)

Program awarded a paratransit van to this program through a competitive process. 2.) The City of Lafayette agreed to provide two years of start-up funding - $35,000 for 2005-2006 and $25,000 for 2006-2007. 3.) The East Bay Community Foundation provided $25,000 in start-up funding in 2005-2006. This allowed the City of Lafayette to hire a part-time Program Coordinator and part-time Driver to develop the Lamorinda Spirit Van Program.

Senior-friendly shuttles (Page 7-3 Coordinated Plan) The Lamorinda Spirit Van program shuttles seniors from their homes to grocery and sundry shopping, banks, post offices, and medical appointments. Volunteer drivers assist with packages and help seniors door through door.

The Lamorinda Spirit Van makes "Intermediate stops to allow passengers to stop en-route, for example to fill a prescription, without needing to wait for a second vehicle." (Page 7-7 Coordinated Plan)

Fares charged for these premium services are actually less than those charged by the County LINK. (Page 7-7 and 7-8 Coordinated Plan)

"Sharing of provider training and methods to improve paratransit service quality and consistency" (Page 7-9 Coordinated Plan) has been enormously helpful. Tighe Boyle, formerly with Contra Costa County Employment and Human Services set up the Lamorinda Spirit Van Program manifest preparation on Excel. Gretchen Hansen of Rossmoor Transportation and Shirley Huyck of Pleasant Hill Senior Van, and Tighe Boyle provided us with procedural assistance. Senior Helpline Services provided training to our drivers on working with fragile seniors. The County Connection trainer provided our original volunteer drivers with classroom training. Cindy Dahlgren of the County Connection has notified of us of trainings. As a result, Program Coordinator, Mary Bruns recently attended and was certified at the Passenger Service and Safety (PASS) training and certification workshop at the AC Transit Hayward Training Facility in Hayward, CA provided by the Community Transportation Association of America.

"Partnership with DMV to assist people who have just lost their licenses by providing information and assistance. Seniors who may need to begin limiting their driving, or who have had their license rescinded, may be afraid to try transit because they don't know how to use it or because they have unrealistically negative perceptions of transit service. Cooperation with the DMV could help steer older people to needed assistance at the moment when license restrictions are imposed." (Page 7-17 Coordinated Plan)

- We have been working with Julio Lacayo, DMV Community Outreach Omsbudsman and Driver Safety Manager to educate seniors who may need to give up their keys. We are offering a workshop developed by AARP this summer called "We Need to Talk: Giving Up the Keys." See Tab ___,Page 27 of the City of Lafayette Recreation Guide.

Page 20 (d)

"Targeted marketing to encourage seniors and people with disabilities to ride transit." (Page 7-17 Coordinated Plan)

- We offer free first-rides to encourage seniors to ride the Lamorinda Spirit paratransit van. We also mailed out a "free ride" coupon to all passengers on our mailing list at Holiday time with a Holiday card in December, 2008. We send out a monthly letter advising our mailing list of our service and special trips. We are developing a Buddy System so that seniors who may be hesitant to try the van could have a special volunteer buddy with them to help them with the trip until such time as they are more comfortable. (See page 3 City of Lafayette Summer, 2009 Recreation Guide under Tab ___.)

Page 21 (a)

- The Lamorinda Spirit Van provided shuttle service for the Moraga Juniors Garden Tour, taking passengers to one of the tour destinations, a home with inadequate parking for the purposes of this tour. This tour was benefiting another agency. We donated our drivers and the van as a way of saying thank you for being the beneficiary last year. (See Tab ___ for brochure.)

- The Lamorinda Spirit Van will be providing a similar shuttle service for the Lafayette Juniors Kitchen Tour on May 16. In this case we will be a minor beneficiary of the proceeds of this fund raising event. (See Tab ___ for flyer.)

- The Contra Costa Yellow Cab and DeSoto Company provides back-up transportation for the Lamorinda Spirit Van Program.

- The Program Coordinator actively participates in the Transportation Forum, a group of Contra Costa County transportation providers who share best practices and solutions to challenges.